



# MID-ATLANTIC ARCHIVIST

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# MARAC

Mid-Atlantic Regional Archives Conference



## From the Chair

### Making Better Use of Our Digital Assets

As I write this, a record setting snow has shut down much of the Baltimore-Washington metropolitan area. The federal government has been shut down for three days. As the television stations continue to post information on closings and images from viewers documenting the snow in their communities, I find myself reflecting on a Facebook posting on the Library of Congress page. One person said, "You all better be telecommuting or else I'm withdrawing my tax dollars." I chuckled as I read the message. Though I do not officially participate in the Library's telecommuting program, I was able to keep up with reference questions, respond to questions about our summer teacher institutes and deal with other pressing issues from the comfort of my office at home. The Facebook comment also made me think about how MARAC is working to use technology to better communicate with members and simplify our administrative operations.

Hopefully you have begun to explore our new website and our MemberClicks member pages. With MemberClicks members can renew their membership online, register for conferences and update personal information quickly. State Caucus Representatives can easily correspond using email lists hosted by MemberClicks, and members can make use of calendars to post information on upcoming events, contact Steering Committee members and locate contact

information for their colleagues. I have appointed a committee headed by Jennie Levine Knies to review MemberClicks, determine if it is meeting our needs, explore ways to make better use of its capabilities, and suggest ways to encourage members to use MemberClicks. We would appreciate hearing from you about your experiences with MemberClicks and how we can improve the website and the other member benefits available through MemberClicks. If you are having trouble using MemberClicks or have questions on the membership functions please contact our Administrator Holly Kalbach.

MemberClicks is only one of many ways that the Steering Committee plans to make better use of the available digital resources. At the Spring business meeting in Wilmington, the membership will vote on a bylaws revision that will establish a standing Electronic Resources Committee. I have asked Arian Ravanbakhsh to serve as chair of this committee. As stated in the amendment, the charge of the committee is to ensure that MARAC makes the best use of the electronic resources that are available and to identify additional resources that MARAC should utilize to maximize its visibility and utility to both members and potential members. This includes providing oversight of the MARAC website, finding effective ways to use the online membership platform (currently MemberClicks), determining

how best to use social networking tools and other electronic resources to support the MARAC membership, and identifying and analyzing emerging electronic resources to determine how they might support the MARAC membership. One place where this committee will start work is with the MARAC Facebook page. Arian has begun to post some information on the page, but what else should we do with the Facebook page? Other questions this committee will consider include determining if MARAC should have a blog or Twitter feed. The committee will consider ideas such as ways to offer educational workshops online and the feasibility of posting papers, PowerPoint slide shows and other conference materials online. The committee will also explore issues involved in linking to archival blogs, publications and other resources of interest to the membership. The committee is also interested in exploring how to use the web to assist new members, provide mentoring opportunities and provide resources that will support unemployed and underemployed archivists. Do you have ideas on how MARAC can make better use of the available electronic resources? Send Arian a note with your ideas. Also, if you are interested in joining the Electronic Resources committee, be sure to use MemberClicks to indicate your interest.

**Danna Bell-Russel**

## Table Of Contents

1	From the Chair
3	Upcoming Bylaw Changes
4	MARAC 2010 Spring Conference
5	State and Local News
9	Treasurer's Report
16	Welcome New Members!
17	Seeking... You?
19	The 107th Modern Archives Institute

### *Advertisers*

7	STAR/Archives
10	Academy of Certified Archivists
6, 11	Crowley
14	Eloquent Archives
16	Archival Products
18	Aeon
20	Hollinger Metal Edge, Inc.

### **Cover images:**

*Image courtesy of Lead Graffiti, Newark, Del. Ray Nichols and Jill Cypher (top row, 3d and 4th from right) photographed more than 3,700 "collaborators" for their design of **Histories of Newark, 1758-2008: Seventy-Five Stories about Newark, Delaware, and Its Citizens.***

## Upcoming Bylaw Changes

As required by the MARAC constitution, bylaws changes are to be voted on by the members in attendance at the business meeting. At the meeting in Jersey City two suggested bylaws changes were presented to the membership. We will vote on these at the Spring meeting in Wilmington.

### The bylaws amendments are:

1. Changing the role of the archivist on the Distinguished Service Committee.

At present the bylaws read: "The Committee consists of four members: the immediate past MARAC Chair, who serves as the Committee's chair, the MARAC Archivist, and two members elected by the membership for one-year terms."

We would like to amend it to read: Members of the Distinguished Service Award Committee consists of four members: the immediate past MARAC Chair, who serves as the Committee's chair, two members elected by the membership for one-year terms **and the MARAC Archivist who serves as a non-voting ex-officio member.**"

2. Creating a Standing on Electronic Resources.

Amend Section 5 to read as follows (new text in **bold**)

### 5. Committees

A. The Standing Committees of the Conference shall be Development, Meetings Coordinating, Nominations and Elections, Finance, Membership Development, Publications, Education, Electronic Resources, and Outreach. Standing Committees shall be comprised of at least three (3) members.

B. Standing Committee members shall be appointed by the Conference Chair. The Conference Chair shall appoint the chairs of the Education, Membership Development, Electronic Resources, Outreach, and Publications Committees. The Conference Vice Chair shall serve as ex-officio chair of the Meetings Coordinating Committee. The Conference Treasurer shall serve as ex-officio chair of the Finance Committee. The Nominations and Elections Committee chair shall be the elected member who received the most votes. Members may not chair more than one Standing Committee.

### The charge of the committee is:

#### Mission and Goals:

The purpose of the committee is to ensure that MARAC makes the best use of electronic resources that are available and to identify those additional resources that MARAC should utilize to maximize its visibility and utility to both members and potential members. This includes:

- Oversight of MARAC Website
- Understanding how MARAC can best utilize the online membership services platform
- Identification of how to best utilize social networking tools and other electronic resources for the MARAC standing committees and the community at large
- Ongoing analysis of emerging electronic resources to determine applicability for the MARAC community

#### Operations:

The Committee consists of up to nine members. The MARAC Content and Technical Webmasters will serve on the committee as well as the MARAC Archivist. The MARAC Chair appoints all members of the committee. All members, except the MARAC Archivist and Content and Technical webmasters shall serve two-year staggered terms and may be reappointed.

## Join us for the MARAC 2010 Spring Conference

The Program and Local Arrangements Committees for the Spring 2010 MARAC Conference invite you to join them on April 29th through May 1st at the Doubletree Hotel in downtown Wilmington, Delaware. The theme of this conference, "Outside the Archival Box: Cultural Heritage Collaborations," recognizes the work we do as archivists is in collaboration with colleagues who are educators, conservators, exhibit designers and installers, site interpreters, appraisers, graphic artists, publishers, archaeologists, preservationists, development officers, filmmakers, oral historians, catalogers, programmers, lobbyists, scholars, and researchers. Collaborations can be the most challenging work we do, but they often yield the most rewarding results.

Wilmington is a great place to explore this theme, as the culturally rich Delaware Valley is home to many remarkable museums, libraries, archives, and experts in conservation, material culture, historic preservation, and archival management. Wilmington itself provides a number of outstanding opportunities for visitors to partake in the cultural offerings of the city and the state. Conveniently located in northern Delaware near I-95 and the Northeast Corridor lines of Amtrak,

Wilmington features historic architecture, a minor league baseball team, and fine dining locales, as well as easy access to sites of interest in New Castle County and the Brandywine Valley.

There will be 20 sessions, many of which will focus on collaborative ventures with other cultural heritage professionals and collections. Program sessions will address technical and delivery aspects of archival description, the critical challenges of media in archival collections, regional arts and material culture, popular culture, funding for cultural heritage groups, valuing collections, historic sites, cultural memory,

documentation strategies, literary collections, congressional collections, educational outreach, and professional advocacy. From Pennsylvania German fraktur, to Archivists' Toolkit digital collaborations to the Grateful Dead, many partnerships, projects and the subjects on which we work together will be considered.

The Plenary Address will be given by author Marilyn Johnson. In the course of researching and writing *The Dead Beat: Lost Souls, Lucky Stiffs, and the Perverse Pleasures of Obituaries*, Johnson discovered what archivists already know: there are living stories to be celebrated in the record of past lives. Archivists, practiced



MARILYN JOHNSON, FORMER STAFF WRITER FOR LIFE MAGAZINE, AND AUTHOR OF THE MUCH-LAUDED BOOK ABOUT OBITUARY WRITERS, *THE DEAD BEAT*, AND HER LATEST, *THIS BOOK IS OVERDUE!*, A PAEAN TO LIBRARIANS AND ARCHIVISTS. PHOTOGRAPH BY ROB FLEDER. USED WITH PERMISSION.



readers of obituaries, will appreciate Johnson's account of how reading about the deaths of influential librarians and archivists led to her new book, *This Book is Overdue! How Librarians and Cybrarians Can Save Us All*.

The luncheon program will feature the collaboration of an entire community. Book designers and printers Ray Nichols and Jill Cypher, of Lead Graffiti, will give a highly visual presentation about *Histories of Newark, 1758-2008: Seventy-Five Stories about Newark, Delaware, and Its Citizens*. This enormous collaborative publication, which featured work by multiple authors, illustrations from a number of archival collections and 3700 images of current Newark residents, was designed to celebrate the 250th anniversary of Newark's first town charter.

The committee has arranged a number of tours to soak in the historical and cultural background of the region. A walking tour of Wilmington's downtown and a tour of several sites historic old New Castle will be offered, as will a visit to Rockwood, a public park and historic house and gardens. Behind-the-scenes visits to the library and archives at Hagley Museum and Library and the library and conservation labs at Winterthur Museum and Country Estate are planned. The Local Arrangements Committee has also arranged an excursion to the Chaddsford Winery.

The conference will be held at the Doubletree Hotel, Downtown Wilmington. The MARAC room rate is \$149.00 per night. The cutoff date for the guaranteed rate availability is 5:00 pm, April 1, 2010.

Please join fellow MARAC members this spring, and experience some "out of the box" thinking of your own. Visit our conference Page on the MARAC website to view the full program and learn more. Both committees look forward to seeing you—our collaboration won't be complete without you there!

## State and Local News

### Delaware

#### Delaware Public Archives

On December 7, during the official proclamation of Delaware Day in the Delaware Room at the Archives, Secretary of State Jeffrey W. Bullock, Lt. Governor Matthew Denn and Delaware's First Lady Carla Markell presented former state archivist C. Russell McCabe with the 2009 Governor's Heritage Award. The award recognizes an individual who has made a distinguished contribution to the recognition, preservation, and celebration of Delaware's heritage.

DPA continues to produce new informational YouTube videos. The last two describe how to register and perform research at the Archives, and the other gives an overview of the photograph collections. The Archives has also created a blog and a Facebook page.

Three vital statistics collections from DPA have been recently posted on Ancestry.com. Marriage records (1744–1935), birth records (1800–1932), and death records (1811–1933), including Bureau of Vital Statistics certificates are now available for use on-line. At a future date, these records will be available on-line to anyone with a Delaware library card.

#### Hagley Library

Hagley Library was featured in two recent public-broadcast television programs: *History Detectives*, broadcast on PBS, and *Covered Bridges: Spanning Time*, on Maryland Public Television. In the first program, sociologist Tukufu Zuberi, one of the show's on-air "history detectives," came to the Hagley Library to research an invention called "The Seadrome," created by Edward R. Armstrong in the 1920s. Zuberi met with Jon Williams, Hagley's Andrew E. Mellon Curator of Prints and Photographs. Zuberi and the show's producers were intrigued by a possible connection between the Seadrome and the Sun Ship Company, whose records are housed in the Hagley Library. Hagley provided the show with several still photographs of Armstrong and the Seadrome models, as well as promotional publications printed to attract backers for the project. The show can be viewed in its entirety at <http://video.pbs.org/video/1229733006>.

In the second show, *Covered Bridges: Spanning Time*, Marge McNinch, Hagley reference archivist, details her research on this subject. The producers contacted McNinch as a result of her book, *Bridges*, which focuses on the covered bridges of Delaware. The program explores more than two dozen charming and historic covered bridges of Maryland, Delaware, Pennsylvania, West Virginia, and Virginia.

"William G. McGowan's MCI, 1968 to 1991," a web-based exhibit and accompanying archives recently opened. The digital exhibit traces McGowan's life and career and examines the evolution from microwave to fiber optic application in telecommunications, the AT&T antitrust suit, MCI's advertising innovations, and its numerous mergers and acquisitions. The MCI digital archives contains more than five thousand images of speeches, articles, court documents, annual reports, photographs, advertisements, and correspondence, as well as television commercials and oral history interviews that comprehensively illustrate the important contributions of William McGowan to American culture, business, technology, and society. Both the archives and the exhibit are fully text searchable.

#### Special Collections, University of Delaware

Special Collections is undergoing some urgently needed renovation of the movable stacks. Some collections may be inaccessible to users until the renovation is completed in mid-March.

As reported in the *Philadelphia Inquirer*, the *Wilmington News Journal*, and 6ABC News, UD graduate students Amanda Daddona and Matthew Davis discovered an 1808 Thomas Jefferson letter to Joseph Brighthurst in the newly acquired Rockwood Archives. Spanning the seventeenth century until the late 1970s, the Rockwood Archives document generations of the Shipley, Brighthurst, Hargraves and Sellers families. The letter, dated February 24, 1808, was sent by Thomas Jefferson to Joseph Brighthurst and is an eloquent expression of condolence on learning of the death of John Dickinson, a close friend of Brighthurst.

The new exhibition, "Games People Play," in the Special Collections Exhibition

Gallery will highlight books and manuscripts about sports and games from a historical perspective. Curated by Iris Snyder, the exhibit is on display until June 25.

#### Caucus Representative

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## District of Columbia (DC)

### Catholic University of America

In November, 2009, the Council on Library and Information Resources (CLIR) awarded a grant of \$149,000 to the "Catholic Social Action Project," a collaborative effort among Catholic Research Resources Alliance (CRRA) member institutions. Participating institutions include Catholic University of America, Marquette University, St. Catherine University and the CRRA, with Marquette University Libraries as the lead institution. With funding from the Andrew W. Mellon Foundation, CLIR's "Cataloging Hidden Special Collections and Archives" initiative supports cataloging of special collections at each institution.

Archivists and catalogers will create records to expose three previously "hidden" collections related to the theme *U. S. Catholic Social Action in the 20th Century*. St. Catherine's Ade Bethune Collection includes the archives of the liturgical artist and social activist; Catholic University holds the Catholic Charities, DC records; and Marquette's more than 700 audio recordings within the vast Dorothy Day-Catholic Worker Collection document the faith-based movement of Dorothy Day and Peter Maurin.

The three collaborating institutions are members of the Catholic Research Resources Alliance (CRRA). The CRRA maintains the "Catholic portal" which provides easy, effective, and global discovery to rare, unique, and uncommon Catholic research resources in libraries, seminaries, special collections, and archives. The records from the grant-funded project will be collocated within the Catholic portal, thereby enabling

SEE STATE AND LOCAL NEWS ON PAGE 6

## STATE AND LOCAL NEWS FROM PAGE 5

discovery of local resources far beyond the participating institutions. Project activities began January 2010 and will be completed by December 2011.

### D.C. Public Library, Peabody Room

The District of Columbia Public Library Foundation announces a matching fund challenge to benefit the Peabody Room, the Georgetown history special collections housed in the Georgetown Neighborhood Library. The Alice and Russell True Foundation have announced that it will match every dollar up to \$50,000 of donations received by the DCPL Foundation to benefit conservation of the Peabody Room's collections by November 1, 2010. To kick off the fundraising effort, the True Foundation has already made a donation of \$10,000.

Part of the DC Public Library's Special Collections, the Peabody Room contains books, documents, photographs, and artwork spanning three centuries of Georgetown history—one of the most significant collections of neighborhood history in the nation. Many of the archival materials in the collection were water damaged from the April 30, 2007 fire that heavily damaged the library.

A portion of the True Foundation donation will go towards the conservation of two books: *The Spirit of Laws* by Charles Louise de Secondat, Baron de Montesquieu (Aberdeen: 1756), owned by Samuel Chase (1741–1811), one of four Maryland signers of the Declaration of Independence and *A Treatise of Captures in War* by Richard Lee (London: 1759), owned by Samuel Chase, Jr. (1775–1841). Both men are ancestors of the Foundation president.

To participate in this challenge, please make donations payable to the "DC Public Library Foundation" and note "Peabody" in the memo section of your check. Checks may be mailed to DCPL Foundation, 901 G Street, NW, Washington, DC 20001. You can also donate online at [www.dcpfoundation.org](http://www.dcpfoundation.org) and click "yes" when asked if you'd like your donation to go to the Georgetown Fund.

The DCPL Foundation is most grateful for this significant opportunity and hope that many will give to ensure that

the full match is obtained. For further information, please contact Anna Velazco, Executive Director of the DC Public Library Foundation at: 202-727-4943, email [avelazco.dcpfoundation.org](mailto:avelazco.dcpfoundation.org) or online at [www.dcpfoundation.org](http://www.dcpfoundation.org).

### Sisters of Bon Secours USA Archives


The Leadership Conference of Women Religious has been working for several years on an exhibit to raise awareness of and celebrate vowed Catholic women in the United States. *WOMEN & SPIRIT: Catholic Sisters in America* "is a traveling exhibit that reveals the mystery behind a small group of independent American

women who helped shape the nation's social and cultural landscape." (LCWR)

The Sisters of Bon Secours USA are featured in this exhibit, currently showing at the S. Dillon Ripley Center at the Smithsonian, Washington, DC, through April 25, 2010. The Sisters of Bon Secours is an international religious congregation of Catholic women who bring to the world "Good Help to Those in Need".

The Archives loaned four objects to *WOMEN & SPIRIT: Catholic Sisters in America*. One of their photographs is also featured. The exhibit travels next to the Maltz Museum of Jewish Heritage in Cleveland, Ohio, and then to the Statue


SEE STATE AND LOCAL NEWS ON PAGE 7




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of Liberty National Monument / Ellis Island Immigration Museum on Liberty Island, New York. WOMEN & SPIRIT will travel around the nation for another two years. If you would like to experience the exhibit but are unable to take a trip to any of the host sites, set yourself in front of a computer and go to: <http://womennandspirit.org/index.html> then enjoy! The LCWR website has uploaded a short video featuring snippets of the exhibit.

#### *Caucus Representative*

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## Maryland

### University of Maryland, Digital Collections

Digital Collections at the University of Maryland, College Park, is pleased to announce several new features. Throughout 2009, the University of

Maryland, College Park, has been participating in the Lyrasis Mass Digitization Collaborative. Pledging to digitize 1300 volumes from their special collections holdings and make them available via the Internet Archive ([http://www.archive.org/details/university\\_maryland\\_cp](http://www.archive.org/details/university_maryland_cp)), the University of Maryland is now three-quarters complete with this project. Among the items digitized are University-related materials, such as a complete run of year-books (1897–2008) and course catalogs (1859–1945); Maryland historical publications, such as assorted Baltimore City directories and books relating to the Civil War in Maryland; and Maryland state documents, such as Maryland house and senate documents and various education-related publications.

In August 2009, Digital Collections released their newest digital collection, “In Transition: Selected Poems by the Baroness Elsa von Freytag-Loringhoven,” (<http://www.lib.umd.edu/digital/transition/index.jsp>). An electronic edition of poetry by the Dadaist artist,

performer, and poet Elsa von Freytag-Loringhoven, this scholarly edition began as part of the dissertation entitled “The Makings of Digital Modernism” by Tanya Clement. The edition comprises digital surrogates and transcriptions of multiple manuscript versions of twelve poems by Freytag-Loringhoven. The original manuscripts are from the Elsa von Freytag-Loringhoven papers, which are among the holdings in the Special Collections of the University of Maryland Libraries. The microfilm of the von Freytag-Loringhoven papers was recently digitized, and is now being uploaded and made available, at the folder level, via the finding aid in ArchivesUM (<http://hdl.handle.net/1903.1/1501>).

### University of Maryland, Michelle Smith Performing Arts Library

The University of Maryland's Special Collections in Performing Arts is pleased to report that the American Society for Theatre Research (ASTR) Archives has been processed, and a finding aid is now available online (<http://hdl.handle>).

SEE STATE AND LOCAL NEWS ON PAGE 8



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## STATE AND LOCAL NEWS FROM PAGE 7

net/1903.1/7534). The collection spans ASTR's founding in 1956 to the present, and reflects its efforts to foster theatre research both domestically and internationally through student and scholar exchanges, scholarly publications, and robust involvement with organizations such as the Council for Learned Societies and the International Federation for Theatre Research.

### *Caucus Representative*

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## New Jersey

### **Princeton University**

Princeton's project to organize, archivally house, catalog, and scan all 16,000 sheets of its historic collection of Sanborn Company fire insurance maps of New Jersey has been completed. Accelerated last year with a New Jersey Historical Commission grant, the work has been in progress since 2003. Many deserve credit. Princeton students, part-time during the academic months and full-time during the summers, have done a major part of the housing and scanning work, particularly Heidi Lam '08, Drew Dixon '09, Nate Bickford '09, and Laural Huchel '10. The Princeton University Library digital studio, run by Roel Muñoz and his dedicated staff (Erika Eggleston, Mary Marrero, Nicole Robinson, Joanna Tully), contributed about half of the images. All of the MARC cataloging of the sheets was done by Gail Smith, a senior bibliographic specialist in the Department of Rare Books and Special Collection. Wangyal Shaw, Princeton's GIS librarian, handled the loading and processing of the digital files, and has recently implemented a new, simple-to-use, high-resolution viewer for the images.

The starting point to the online maps is this Excel spreadsheet:

<http://libweb.princeton.edu/libraries/firestone/rbrc/aids/sanborn/sanborn-web.xls>

Here, all the sheets are listed in alphabetical order by county, then by town/city, then chronologically by date. Each

town or city link leads to a town/city website that lists each individual sheet, grouped by year. Princeton, for example, has Sanborn sheets for 1885, 1890, 1905, 1902, 1906, 1911, 1918 and 1927. Clicking on the individual sheet brings up its high-resolution digital image. Copyright restrictions prevent them from showing online images of post-1922 maps—but even those are listed on these websites and can be viewed in person in their department's reading room in Firestone Library. If the sheet or year is not represented, they don't have it. A good way to get an idea of which sheet you need to see is to start with an "overview" sheet, if one is provided in the list.

All the Sanborn records are also available by searching in Princeton University Library's online catalog. There is one record for each city/town/year. A url in that record will also bring you to the town/city's website. One easy way is to browse the maps in a subject search, using a phrase like "maps—new jersey".

### **Monmouth County Park System**

2010 marks the 50th anniversary of the founding of the Monmouth County Park System, Monmouth County, NJ. Proposed in 1960, today the Monmouth County Park System stewards over 14,000 acres of land in over 30 parks. Historic Services Curator, Cheryl Stoeber-Goff and Seasonal Intern Kyle Waltz have spent the last year photographing artifacts and scanning documents, photographs and color slides in preparation for their two park publications and a future book documenting their park history. For more information about the MCPS 50th Anniversary Celebration and see how far they've come, please go to [www.monmouthcountyparks.com](http://www.monmouthcountyparks.com)

### **Seton Hall University**

Various collections continue to be acquired on a regular basis as part of an ongoing mission to enhance institutional history resources. Included among the recent acquisitions are book collections from local journalists Jim Lowney and Barbara O'Reilly who also specialize in Irish and Irish-American historical studies.

The Archives & Special Collections Center

also aided the Seton Hall University Office of Student Life with a commemorative exhibit to honor the lives of those lost in the tragic Boland Hall fire of ten years ago. This display honored the lives of the late Aaron Karol, Frank Caltabillota and John Giunta. Additionally, those who were injured and played a heroic role and are remembered for their selfless deeds. They recently topped over 50,000 visitors (since overall visitation records were started in 2007) including students, administrators, faculty and the general public among other welcome guests.

**Rutgers University Archives** is delighted to present their spring exhibition "Benevolent Patriot: The Life and Times of Henry Rutgers," which opened on February 15, 2010. Henry Rutgers (1745–1830) was a Revolutionary War officer, New York State legislator and philanthropist for whom the university is named. The exhibition will feature historic maps, documents, and personal artifacts that illuminate the history of Henry Rutgers and New York during the Revolutionary War and Early National period. The opening includes presentations by historians Paul G.E. Clemens, David Fowler, and University Archivist Thomas J. Frusciano. For more information, see [http://www.libraries.rutgers.edu/rul/news/10/01\\_henry\\_rutgers\\_exhibit.shtml](http://www.libraries.rutgers.edu/rul/news/10/01_henry_rutgers_exhibit.shtml)

### *Caucus Representative*

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## New York

### **New York State Archives**

*State Archives' Document Showcase Highlights Rights of Women in Early New York History*

The New York State Archives provides teachers and students with online access to historical records that illuminate the history of women's rights in their state from its earliest days as New Netherland through the mid 19th century. The Archives' quarterly online Document Showcase features four important documents:

- An excerpt of a marriage contract from 1643

SEE STATE AND LOCAL NEWS ON PAGE 10

## Treasurer's Report, Fiscal Year 2010, 1<sup>st</sup> Quarter October 1, 2009 to December 31, 2009

CATEGORY	Budget	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total	% Budget
<b>INCOME</b>							
Membership Dues	\$20,000.00	\$14,486.00				\$14,486.00	72.43%
Conference Registration	\$46,000.00	\$11,600.00				\$11,600.00	25.22%
Conference Vendors	\$18,000.00	\$4,545.00				\$4,545.00	25.25%
Conference Sponsorship	\$2,000.00	\$177.00				\$177.00	8.85%
Publication Advertising	\$3,000.00	\$720.00				\$720.00	24.00%
Publication Sales	\$500.00	\$0.00				\$0.00	0.00%
Mailing List Sales	\$200.00	\$0.00				\$0.00	0.00%
Bank Interest	\$175.00	\$105.24				\$105.24	60.14%
Investment Interest	\$5,250.00	\$470.97				\$470.97	8.97%
Miscellaneous	\$0.00	\$5.00				\$5.00	0.00%
<b>Total Income</b>	<b>\$95,125.00</b>	<b>\$32,109.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,109.21</b>	<b>33.75%</b>
<b>EXPENSES</b>							
Administrator	\$7,500.00	\$1,735.31				\$1,735.31	23.14%
Web Services	\$2,250.00	\$893.00				\$893.00	39.69%
Archivist	\$750.00	\$0.00				\$0.00	0.00%
Accountant	\$1,000.00	\$0.00				\$0.00	0.00%
Advocacy	\$0.00	\$0.00				\$0.00	0.00%
Insurance Policy	\$1,000.00	\$0.00				\$0.00	0.00%
Phone	\$500.00	\$143.93				\$143.93	28.79%
Postage	\$1,750.00	\$184.35				\$184.35	10.53%
Office Supplies	\$500.00	\$233.30				\$233.30	46.66%
Food	\$500.00	\$93.43				\$93.43	18.69%
Travel	\$500.00	\$269.50				\$269.50	53.90%
Equipment	\$4,500.00	\$0.00				\$0.00	0.00%
Printing and Design	\$6,000.00	\$1,591.00				\$1,591.00	26.52%
Conference	\$60,000.00	\$26,324.65				\$26,324.65	43.87%
Lodging	\$1,500.00	\$815.95				\$815.95	54.40%
Honoraria	\$1,000.00	\$650.00				\$650.00	65.00%
Awards and Prizes	\$1,250.00	\$550.00				\$550.00	44.00%
Scholarships	\$4,000.00	\$1,297.63				\$1,297.63	32.44%
Banking Fees	\$600.00	\$1,525.32				\$1,525.32	254.22%
Investments	\$0.00	\$0.00				\$0.00	0.00%
Disaster Relief	\$0.00	\$0.00				\$0.00	0.00%
Miscellaneous	\$25.00	\$86.99				\$86.99	347.96%
<b>Total Expenses</b>	<b>\$95,125.00</b>	<b>\$36,394.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,394.61</b>	<b>38.26%</b>
<b>Net Income or (Loss)</b>		<b>(\$4,285.40)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$4,285.40)</b>	

**Summary—First Quarter FY 2010**

			Opening	Credits	Debits	Closing
Opening Balance	\$146,642.22	Operating	0.00	\$32,109.21	(\$36,394.61)	(\$4,285.40)
Total Income	\$32,499.21	Endowment	\$95,075.00	\$390.00	\$0.00	\$95,465.00
Total Expenses	(\$36,394.61)	Reserve	\$47,600.00	\$0.00	\$0.00	\$47,600.00
Closing Balance	\$142,746.82	Surplus	\$3,967.22	\$0.00	\$0.00	\$3,967.22
		Totals	\$146,642.22	\$32,499.21	(\$36,394.61)	\$142,746.82

**Account Balances**

PNC Checking	\$3,372.16
PNC Saving	\$70,202.53
Investment Account	\$69,172.13
<b>Total</b>	<b>\$142,746.82</b>

**Endowed Funds**

			Opening	New Gifts	Closing
PNC Savings	\$26,292.87	Disaster Relief	\$575.00	\$130.00	\$705.00
PNC CDs	\$0.00	Education	\$91,500.00	\$260.00	\$91,760.00
Vanguard Bonds	\$69,172.13	Finch Award	\$3,000.00	\$0.00	\$3,000.00
<b>Total</b>	<b>\$95,465.00</b>	<b>Totals</b>	<b>\$95,075.00</b>	<b>\$390.00</b>	<b>\$95,465.00</b>

## STATE AND LOCAL NEWS FROM PAGE 8

- A petition by a widow's sons that she be granted a letter of administration from 1670
- A law excerpt from 1710 classifying women as equals of minors and those "not of Sound mind"
- A law excerpt from 1848 protecting the property of married women

Document Showcase is a quarterly feature that highlights a topic from State history using records from the New York State Archives. Each Showcase includes sample documents, an historical sketch and links to educational activities for classroom use. The topics are based upon the State Education Department's core curriculum for 7th and 8th grade social studies as well as special events of that quarter. The educational activities are created by a teacher and correlate to New York State learning standards. Each Showcase also provides links within the State Archives' website for further information on the topic. In addition, because many early documents are difficult to read, translations and transcriptions are provided where necessary. This quarter's Document Showcase on women's rights can be found on the Archives website at [www.archives.nysed.gov](http://www.archives.nysed.gov).

### *State Archives' Pilot Project Tests Presence on Social Networking Sites*

The New York State Archives is participating in a New York State Education Department pilot project testing the value of social networking sites in the government environment. The Archives currently has posted videos, images and news updates to Flickr, Facebook, Twitter and YouTube. They welcome people to look at the sites and send feedback either through the sites or via email at [archinfo@mail.nysed.gov](mailto:archinfo@mail.nysed.gov).

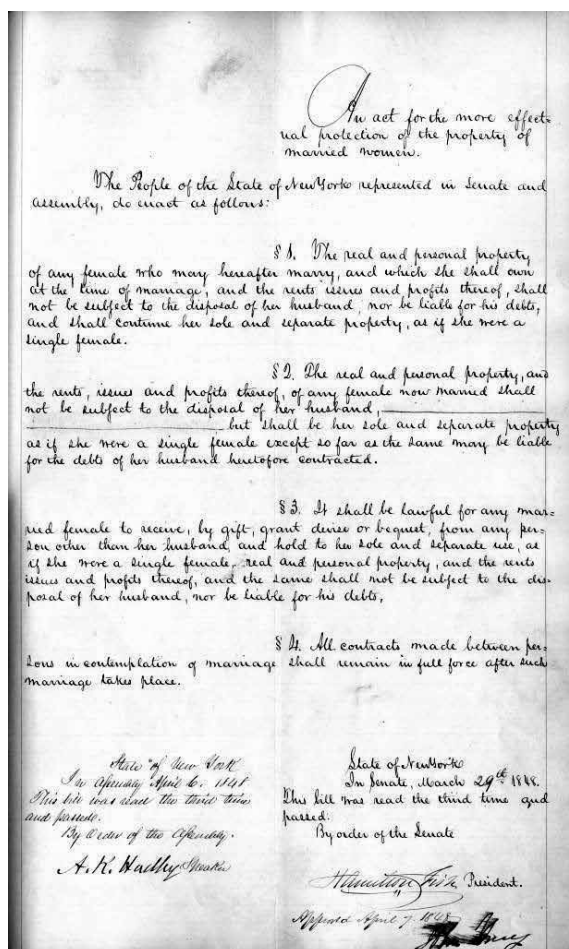
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<http://www.facebook.com/nysarchives>

<http://www.youtube.com/nysarchives>

<http://twitter.com/nysarchives>

**University at Buffalo** is pleased to announce the launch of its installation of an XTF-based database for its EAD finding aids. The site provides access to finding aids from the University Archives, Law Library, and Music Library. Finding



EXCERPT FROM THE LAWS OF NEW YORK FROM 1848, CHAPTER 200, ALLOWING WOMEN TO OWN AND MANAGE REAL PROPERTY SEPARATE FROM THEIR HUSBANDS.



## STATE AND LOCAL NEWS FROM PAGE 10

aids from the Poetry Collection are soon to be added. The installation is a work in progress with more features to be added as they progress.

The site is available at <<http://libweb1.lib.buffalo.edu:8080/xtf/search>>

### Columbia University Medical Center

The Archives and Special Collections at Columbia University Medical Center is pleased to announce that the papers of *Maya Rivière Ward* have been processed and are open to the public.

Mary Richey (Maya) Rivière Ward (1908–1989) was an important mid-20th century American expert in the rehabilitation of the disabled. Her path to that career was an

unusual one; she received a BA from Agnes Scott College in 1928, and later studied at Julliard. Her theatrical career was halted by tuberculosis. In 1949, following several years of recovery, she was awarded one of the first Fulbright Scholarships, which enabled her to study at Oxford University under G.D.H. Cole, a notable economic historian, detective novelist and member of the Fabian Society. She earned a D.Phil. in 1954 for her dissertation “Rehabilitation of the Disabled, with Special Reference to the Administration of the Disabled Persons (Employment) Act.”

Some highlights of the collection are disability and rehabilitation-related ephemera from both Britain and the United States dating from 1949–1970

and personal diaries documenting Ward's trials and tribulations as a New York City landlord in the 1960s and '70s.

Finding aid link:

<http://library.cpmc.columbia.edu/hsl/archives/findingaids/riviere.html>

The *College of Physicians and Surgeons Civil War Veterans list*

(<http://library.cpmc.columbia.edu/hsl/archives/civilwar.html>).

This list contains records for 409 alumni of the Columbia University College of Physicians and Surgeons who served in the American Civil War from 1861–1865. Information was gathered from the Alumni Directories of the College of Physicians and Surgeons of 1866, 1880, and 1891; War Records of Graduates and Students Who Served in the Army and Navy During the Rebellion, a list of Civil War veterans from all of the schools at Columbia compiled by the University in 1898; the alumni section of the Columbia University General Catalog of 1906; Trustee and faculty minutes from the College of Physicians and Surgeons from 1861–1865; and information submitted by descendants of individual alumni.

The Alumni directories and catalogs relied on data supplied by the alumni themselves as well as information released by the War Department and individual branches of the military. The authors of those works noted at the time of publication that they “might not yet be complete,” and, while every effort has been made to ensure accuracy, that is still true today.

The list contains information about alumni from the Class of 1821 through the Class of 1870. Each record includes the name, date of graduation, branch of the military/unit, years of service and notes regarding manner of death for alumni who died or are thought to have died in service. There is no death information for alumni who did not die in service. If the alumnus served in the US Navy and the name of his ship(s) could be found, that information is also included. In addition, there is no academic or biographical information in the Civil War Veterans list. Please contact the Archives & Special Collections for further information about individual alumni.

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SEE STATE AND LOCAL NEWS ON PAGE 12

## STATE AND LOCAL NEWS FROM PAGE 11

### **Cornell University, Kheel Center**

Cheryl Beredo joins Cornell University's Kheel Center for Labor-Management Documentation & Archives in a new, gift-funded ILGWU Project Archivist position. Ms. Beredo has degrees from Cornell and the University of Pittsburgh and is continuing to pursue her PhD in American Studies at the University of Hawaii. She previously worked at the Schlesinger Library and the Massachusetts Historical Society, and will be leading the Center's on-going efforts to process over 3,000 linear feet of material documenting the International Ladies' Garment Workers' Union.

#### *Caucus Representative*

C. Raymond LaFever can be reached at (518) 473-8165 or [rlafever@mail.nysed.gov](mailto:rlafever@mail.nysed.gov)

## **Pennsylvania**

### **State Archives Exhibits Slavery Act**

The Pennsylvania State Archives is currently exhibiting the March 1, 1780 "Act for the Gradual Abolition of Slavery." The exhibit is at the State Museum, next door to the Archives at Third and North Streets, Harrisburg.

Pennsylvania was the first state to abolish slavery by legislative action (Vermont was the first, adding it to their constitution in 1777). The first paragraph of the document contains a stirring reference to winning freedom from Great Britain, and a desire to "extend a portion of that freedom to others." The document is iron gall ink on paper in engrossed writing. It is signed by John Bayard, Speaker of the House, and Thomas Paine, the Clerk of the General Assembly, and the same activist who wrote "Common Sense." The Act will be on display until June 20, 2010. Dr. Emma Lapsansky of Haverford College will speak on the significance of the document at the State Museum on June 16. For more information contact: Josh Stahlman, [jostahlman@state.pa.us](mailto:jostahlman@state.pa.us) or 717-772-3257.

### **Penn State Harrisburg Library, Archives and Special Collections**

Penn State Harrisburg is pleased to offer, for the third consecutive year, a grant program to support visiting scholars and graduate

students who need to use materials held by Archives and Special Collections in the Penn State Harrisburg Library. The travel and research grant program encourages scholarly use of the repository's premier collection, the Alice Marshall Women's History Collection, considered to be one of the largest privately-compiled research collections on women's history in the United States. One grant will be awarded with a stipend between \$500 and \$3,000 to cover travel, overnight accommodations, and other research-related expenses. Research topics are not limited to women's history, but they must require significant use of the repository's holdings. Deadline for the receipt of 2010-2011 applications is Friday, May 28, 2010. Recipients will be notified by early June 2010.

For more information and to access the grant guidelines and an application form, please visit <http://www.libraries.psu.edu/psul/harrisburg/asc/grants.html>, or contact Heidi N. Abbey, Humanities Reference Librarian and Archivist, via email at [heidi.abbey@psu.edu](mailto:heidi.abbey@psu.edu), or by phone at 717.948.6056.

### **Grant to Reveal Moravian "Hidden Collections"**

Lehigh University, in partnership with the Moravian Archives, has been awarded a \$90,000 grant under the Cataloging Hidden Special Collections and Archives Program funded by the Mellon Foundation to enhance scholarly access to books, records, and maps held by the Archives. This two-year collaborative project, "The Moravian Community in the New World: The First Hundred Years," will process collections documenting the material culture, religious values and cultural diversity of the Moravian community of Bethlehem from its founding in 1741 until the opening of the community to non-Moravians in 1844 and the subsequent incorporation of Bethlehem in 1851.

Lois Fischer Black, Lehigh University's Curator of Special Collections, will serve as the project's Principal Investigator and Paul Peucker, Archivist of the Northern Province of the Moravian Church, will serve as Project Manager. Lehigh University's proven leadership in innovative applications of library and educational

technology will undergird a project that offers new opportunities for advanced students to become actively involved in the processing and use of primary documents. The project will highlight many historically significant collections held by the Moravian Archives, advancing its mission of serving as the primary resource center for Moravian history in North America.

The collections to be cataloged reflect the multi-faceted life of Moravian Bethlehem, a transatlantic community in its interaction with other cultures. Because the church controlled every aspect of life within Bethlehem, matters were recorded in order to be reported to church leadership; matters that in other communities went unrecorded. Included are personal papers of artists, tradesmen, missionaries, and sailors, along with business records and the 2,000 volume congregational library. In addition, approximately 800 maps and architectural drawings showing the earliest documentation of European settlement in Pennsylvania will be included in this project.

Created in 2008, the Cataloging Hidden Special Collections and Archives awards program supports the identification and cataloging of special collections and archives of high scholarly value that are difficult or impossible to locate. It is administered by the Council on Library and Information Resources in Washington D.C. Contact: Lois Fischer Black, Curator of Special Collections, Lehigh University, [lob206@lehigh.edu](mailto:lob206@lehigh.edu), 610-758-5185

#### *Caucus Representative*

Linda A. Ries can be reached at (717) 787-3023 or [lries@state.pa.us](mailto:lries@state.pa.us)

## **Virginia**

### **Medical Center Hours Now Showing on YouTube!**

The Claude Moore Health Sciences Library and the University Of Virginia School Of Medicine are pleased to announce a new service: *Medical Center Hours* are now available for viewing on YouTube at <http://www.youtube.com/uvamch>. Subscribe to the channel for convenient viewing of each new video!

SEE STATE AND LOCAL NEWS ON PAGE 13

*The Medical Center Hour* (MCH) is the School of Medicine's weekly forum on medicine and society. Produced by the Center for Biomedical Ethics and Humanities, *The Medical Center Hour* is an hour-long program held on Wednesdays from mid-September through March. For those unable to attend MCH presentations in person, the YouTube videos capture the majority of each program and are available at your convenience. Many *Medical Center Hours* are History of the Health Sciences Lectures, co-sponsored by the Library's Historical Collections. The lectures have aired since last spring and gained a worldwide audience.

To access the Medical Center Hour YouTube channel:

- Go to <http://www.youtube.com/uvamch>
- Click on the yellow "Subscribe" button if desired
- Select which video you would like to watch and begin!

The schedule for next semester can be viewed online at <http://www.healthsystem.virginia.edu/internet/medcenterhour/>.

Podcasts for MCH presentations will no longer be available. The YouTube channel is replacing this delivery option. If you have questions about this service, please contact Sonya Coleman at (434) 924-0052 or [sjc9t@virginia.edu](mailto:sjc9t@virginia.edu).

### **Virginia Historical Society acquires Circuit City and Chesapeake Corporation records, announces organizational changes**

The Virginia Historical Society has received a large collection of records of pulp and paper manufacturer Chesapeake Corporation of West Point, Va., along with a substantial monetary gift from the Chesapeake Corporation Foundation to offset preservation and processing costs. A large collection of records from Circuit City materials was also received. For more information contact Business History Archivist Mary Virginia S. Currie.

The Society has also recently updated all of its online guides to manuscript materials, including the *Guide to African American Materials*, *Virginia's Civil War*, and *Documenting Women's Lives*. All three are available through the Society's web

site under the "Research Section." Newly-available digital collections include the Garden Club of Virginia's Historic Restoration Projects, featuring a number of historic sites around the Commonwealth.

Archivist Eileen Parris received one of this year's President's Award for Excellence; winners are nominated by their coworkers and chosen by a panel that includes the previous year's winners.

Beginning January 2010, the Society has discontinued charging admission to visit the galleries or use the research library. The galleries and library are open Tuesday–Saturday 10:00–5:00; the galleries only are open Sunday 1:00–5:00. Current exhibitions include *The John Marshall High School Corps of Cadets*, which explores the history of military training as part of the public education system, focusing specifically on Richmond's John Marshall High School military training course created in September 1915; and *The Portent: John Brown's Raid in American Memory*, which tells the story of John Brown's early life, his fervent religious beliefs, his turn to violence as an abolitionist in Kansas, and his Virginia raid and its aftermath (both on display through April 11, 2010). A number of past exhibitions are now available online and many of the lectures in the Society's popular Banner Lecture Series, are available as audio downloads.

The Virginia Historical Society has recently reorganized operations into four divisions: Collections, Programs, Building Operations, and Institutional Advancement. Senior Archivist E. Lee Shepard is now the Vice-President for Collections, which encompasses the Archives and Manuscripts Department, Library Technical Services, the Conservation Laboratory, and those positions within the former Museum Department with direct responsibility for collections management.

### **Library of Virginia Honors 2010 African American Trailblazers, Offers Online Guide to Civil War Research Materials**

In observance of African American History Month, the Library of Virginia, in partnership with Capital One Financial Corporation, honored eight distinguished

Virginians as the 2010 American Trailblazers in Virginia History for their contributions to Virginia and the nation.

Those being honored this year were:

#### **Gowan Pamphlet**

(ca. 1750–1807 or 1808),  
Williamsburg  
Baptist Leader

#### **Mary Smith Kelsey Peake**

(1823–1862),  
Hampton  
Educator

#### **Sara Lucy Bagby Johnson**

(ca. 1833–1906),  
Wheeling  
Plaintiff in Cause Célèbre

#### **Joseph Thomas Newsome**

(1869–1942),  
Newport News  
Lawyer and Editor

#### **Dorothy Bigelow Hamm**

(1919–2004),  
Caroline and Arlington counties  
Civil Rights Advocate and Community Activist

#### **Henry L. Marsh, III**

(1933– ),  
Richmond  
Civil Right Attorney and Public Servant

#### **Florence Saunders Farley,**

(1928– ),  
Roanoke and Petersburg  
Psychologist, Educator, Elected Official, and Artist

#### **Christopher Bernard Howard**

(1969– ),  
Hampden-Sydney  
President of Hampden-Sydney College

The men and women featured as Trailblazers offer powerful examples of individuals who refused to be defined by their circumstances. Their biographies are a testament to the determination and perseverance displayed by extraordinary people during challenging times. Through education and advocacy, these individuals demonstrate how African Americans have actively campaigned for better lives for themselves and their people. It is these many contributions that the African American Trailblazers program seeks to share.

SEE STATE AND LOCAL NEWS ON PAGE 14

## STATE AND LOCAL NEWS FROM PAGE 13

Biographies of the honorees were featured in an exhibition on display at the Library in February; on a poster that has been sent to schools, libraries, and museums across Virginia; and on an educational Web site for teachers and students. To learn more about the individuals honored this year visit their Web site at [www.lva.virginia.gov/trailblazers](http://www.lva.virginia.gov/trailblazers).

### Library offers new Civil War Guide

Fresh off the anniversary of John Brown's Raid, the Library of Virginia introduces a new resource in conjunction with the impending Civil War Sesquicentennial. The Civil War Research Guide provides researchers with examples of books, manuscripts, digital collections, and other resources found at the Library of Virginia.

Explore the guide using the following link: [www.lva.virginia.gov/public/guides/civil-war](http://www.lva.virginia.gov/public/guides/civil-war)

### University of Virginia Welcomes new Director of Special Collections

Nicole Bouché began work as the new Director of the Albert and Shirley Small Special Collections Library at the University of Virginia last October. Bouché comes to the University of Virginia from the University of Washington Libraries where she was the Pacific Northwest Curator of Special Collections since 2005. Prior to this she was the Manuscript Unit Head at the Beinecke Rare Book and Manuscript Library, Yale University, from 1993–2005; the Assistant Head, Manuscripts Division at The Bancroft Library, University of California, Berkeley, from 1987–1993; and the Librarian at the Seaver Center for Western History Research Los Angeles County Museum of Natural History from 1984–1987.


Bouché holds graduate degrees from the University of California, Berkeley and an undergraduate degree from the University of California, Santa Cruz.

### Save the date

The Virginia Caucus will have its annual spring meeting Friday, May 14, at the Albert and Shirley Small Special Collections University of Virginia in Charlottesville. The meeting will feature a morning coffee, a morning speaker, and tours of the preservation lab and Special Collections

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Library. A box lunch will be provided. Caucus members will be receiving more details about registering for the meeting soon. If you have any questions before then, please contact Catherine O'Brien. Catherine.O'Brien@lva.virginia.gov, 804-371-2517.

#### *Caucus Representative*

Catherine G. O'Brien can be reached at (804) 371-2527 or catherine.obrion@lva.virginia.gov

## West Virginia

### **Grave Creek Mound Lecture Series**

Grave Creek Mound Archaeological Complex in Moundsville, operated by the West Virginia Division of Culture and History, has launched a new monthly lecture series to be held in the 136-seat auditorium in the Delf Norona Museum. Topics will have a common theme relating to current archaeology and historic preservation activities in West Virginia and the surrounding area. The programs are being held in conjunction with the Upper Ohio Valley Chapter of the West Virginia Archaeological Society. The lectures begin at 7:00 p.m. and are free and open to the public. To learn more about the Complex, visit <http://www.wvculture.org/museum/GraveCreekmod.html>. For more information on the lecture series, contact Andrea Keller, (304) 843-4128, andrea.k.keller@wv.gov.

### **Volunteer Opportunities at Archives and History**

**In the Archives:** Many of you say you would love to work in the Archives. Here's your chance, via a great volunteer opportunity. The Archives needs a volunteer to process the speeches, press releases and statements from the Senator Jennings Randolph Collection. Work involves removing paper clips from papers, placing materials in acid-free folders, labeling the folders, and typing the folder titles into a text document.

**From your location:** Even more of you say you would love to volunteer, but you don't live in Charleston or are unable to come during the time the Archives is open. Here's your opportunity also. The Archives have a project you can work on from your home or other location outside the Culture Center. The Archives needs a volunteer to type the text of newspaper articles about the 1960 presidential campaign in West Virginia to be placed online on the Archives and History Web site. This is a time sensitive project for an online exhibit that will premiere by the first of May 2010. The Archives will provide photocopies of the newspaper articles. The volunteer will need a computer with either Word or WordPerfect, and the capability either to send the finished documents by e-mail or to physically deliver them on a storage device such as a flash drive. For more information, contact Joe Geiger, Archives and History director, at (304) 558-0230 or joe.n.geiger@wv.gov.

### **Marshall University Library—South Charleston Campus**

Managing and Preserving Archival Collections presented by the Conservation Center for Art & Historic Artifacts (CCAHA)

May 25 & 26, 2010  
Charleston, WV

#### **About the Program**

Attendees of this two-day program will learn archival management and preservation activities to improve intellectual control over collections, increase collections accessibility, and assist in long-term preservation initiatives. This program is an overview of archival best practices and is intended for anyone who works with archival collections.

For more program information and to register online, go to <http://guest.cvent.com/i.aspx?5S%2cM3%2cd31d6be1-cffb-47a1-a522-87f0a68119f9>

For more information about CCAHA and all its programs and services, visit their website at [www.ccaha.org](http://www.ccaha.org), or call 215-545-0613 or email [psoc@ccaaha.org](mailto:psoc@ccaaha.org).

Major funding for this program was generously provided by the National Endowment for the Humanities.

#### *Caucus Representative*

Nat DeBruin can be reached at (304) 696-3524 or [debruin@marshall.edu](mailto:debruin@marshall.edu)

## Welcome New Members!

Carol Price  
*The Madeira School*

Christopher Hartten  
*Library of Congress*

Dale Dulaney  
*The Library of Virginia*

Jeanine Mazak-Kahne  
*Indiana University of Pennsylvania*

Portia Vescio  
*Michican State University Archives*

Ann Taylor  
*Sisters of St. Joseph of Peace*

Kathryn Hammond  
*Drexel University*

Beth Collier  
*St. Mary's County Information  
Technology Dept. Archives Division*

Matthew Flaherty  
*Hostos Community College, CUNY*

Brigette Kamsler  
*Historical Society of Frederick County*

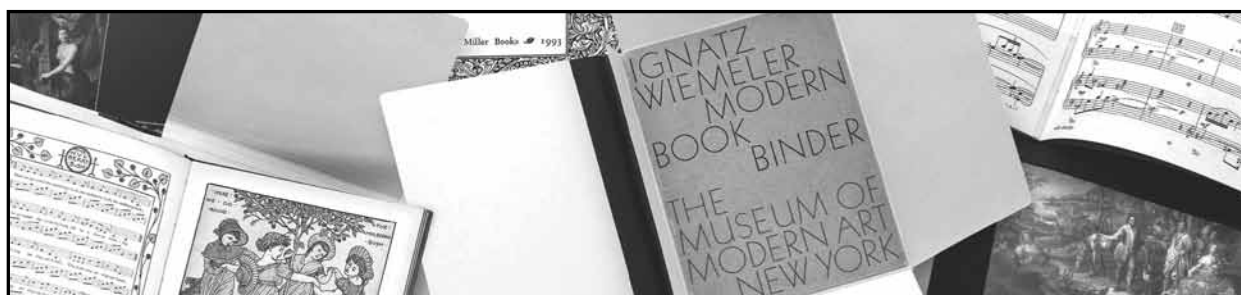
Michael Lusby  
*College of William and Mary*

Kelly McCartney  
*Historical Society of Frederick County*

Daniel Klein  
*Jersey City Public Library*

Holly Mengel  
*Philadelphia Area Consortium of  
Special Collections Libraries*

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## Seeking... You?

Searching for jobs, especially at the beginning of one's career, can be a frustrating and confusing experience. The phrase "in today's economy" has been used a lot lately in the press and in everyday speech to indicate that the current economic climate is creating a situation where job opportunities are even fewer than they have in the past. While that may be true, job announcements continue to appear on the various archival and library-related job lists.

New archivists of my acquaintance often seem discouraged by the long list of qualifications attached to many job announcements, and it is true that someone just receiving their degree should probably not be applying for any job with the words "Director..." in the title. However, it might be useful to look at some commonly-used phrases and requirements in recent job advertisements, and to try to demystify them. New archivists may be more qualified than they think! Bear in mind that the interpretations below are my own. As someone who has served on a number of search committees in an academic library, I think that I can reveal that while we do have to consider all applications fairly and honestly as per the advertised requirements, the applicant can play an active role in moving their resume to the top of the pile based on how convincingly they are able to show how they will fit into the job.

**Requirement:** Minimum 2-3 years experience working in an archives or special collections.

*Interpretation:* This is where all of the part-time experience gained while working on a degree, internships, and field studies can benefit. When this appears in a job advertisement, it could mean someone with 2-3 years of full-time experience, or it could mean someone who has spent enough time around special collections and archives to understand what they are and how they operate.

**Requirement:** Familiarity with... collections management systems or databases...

*Interpretation:* Simply having used the public interface of a catalog before is

probably not enough experience to account for "familiarity." However, something as straightforward as entering or editing a MARC record into any system, using or designing a Microsoft Access database, or any relational database may be enough to fulfill this requirement. The key here is "Familiarity," which does not mean "Advanced expertise," or, even "expertise."

**Requirement:** Knowledge of and experience in cataloging and metadata, such as MARC, DACS, EAD, METS, MODS, GDP..

*Interpretation:* The key here is "Knowledge of..." Do you know what METS is? If not, do you know where to look it up prior to a job interview? Did you learn about DACS in your archival coursework? Truly understanding metadata is a real skill, and if the job is advertising a position with the words "Metadata" in the title, then chances are, applicants will need in-depth expertise. Otherwise, knowing where to look things up, and understanding that these are all standards is probably adequate.

"Experience" means understanding the concept in action. If you have entered information into a web form or database to create a finding aid that was eventually converted into EAD somewhere along the line, then you may have been involved in using EAD and DACS in a meaningful way. This, combined with the knowledge of EAD that you gained through your coursework is "knowledge of." If the institution is looking for someone to design its fledgling EAD program, you may have a learning curve, but it may not be as steep as you think.

Most employers understand that every institution has created somewhat unique workflows to handle their cataloging. If applying for a job at an institution that is already using the *Archivists' Toolkit*, then prior experience with that application is probably highly desirable. And even if this is not a skill you currently possess, you can *learn*. (As an aside: If a job advertisement for an archival position mentions GDP, then we will need to restructure our archival educational system!)

**Requirement:** Demonstrated experience in...

*Interpretation:* "Demonstrated experience" probably means that the organization is looking for someone who will have a small to zero learning curve. "Demonstrated" is a stronger term than "Familiar with" or "Knowledge of." But what does that mean? Demonstrated experience creating a web page means that you have created at least one web page that is usable, attractive, and served a specific function. Very few people are true "experts" with advanced HTML and CSS and most institutions are not looking for an archivist who is. However, it is useful to know enough to be able to converse with those who will be doing the web design, and to show that in a pinch, you could create a web page that would not embarrass the institution. Demonstrated experience in creating exhibits means that you have, at least once, filled a case with items sharing a theme and written captions to accompany them. Or perhaps it was not even a case; perhaps it was a wall panel. Demonstrated experience does not mean that you have worked for a major museum and created a world-famous traveling exhibit (although of course, that might help your case... pun intended).

**Requirement:** Ability to be flexible... to think creatively... to communicate effectively... to take initiative...

*Interpretation:* Almost every job announcement features some version of these personality traits. Employers place these in a job announcement in order to build in some flexibility to their search. When having to choose one qualified candidate over another, personality and other things that people cannot necessarily put into words plays a large role. The question is, how can one prove the ability to think creatively or to communicate effectively? This is where the cover letter can really help an applicant's case. Writing is a form of communication, and a well-written and persuasive cover letter that highlights some of the skills mentioned in the job advertisement is one way to move your application to the top of the pile.

**Other Factors:**

*Required, Desired, and Preferred* are all terms commonly used in job

advertisements. *Required* usually means that those items listed are non-negotiable. You must have a master's degree, for example. *Required* items in job advertisements are usually used for weeding purposes; in a situation where an organization receives 100 applications for one job, all applicants who do not meet the *required* qualifications may be eliminated. However, organizations use the words *desired* and *preferred* to build some flexibility into their searches.

Location and size of the organization are two other factors to keep in mind. If you are a big city person, do not assume that an organization in a seemingly less-desirable location will be an "easier" target. In a smaller organization, however, an applicant may be able to capitalize on other skills not necessarily even mentioned in a job advertisement. An institution staffed by five professionals may have more appreciation for someone with a

diverse range of knowledge than would an institution with eighty professionals, all of whom are specialists. Where do *you* want your career to lead you? Often, we feel as if we do not have a choice. But applying for the jobs about which you are passionate may show when you write your cover letter. If you hate reference work, applying for a job that requires 24-hours-per-week on a reference desk may not be the best fit.

Lastly, do your research. With the Internet, it is easier than ever to learn about an organization that is hiring. Look at the organization's website. If they are hiring for a digital position, check to see if they already have any digital projects, or if they are looking to develop a program. It is very easy, for example, to determine which digital repository application an institution is using. Does the institution have a guiding set of principles, a mission, some other vibe that you can draw upon

for your application? Most academic institutions will require finalists to give some sort of presentation. While you may not know the topic until you make it to the "final cut," think about what you would say if asked to present to the staff of the organization. Federal agencies generally do not require presentations of applicants; in that case, it is very important to be specific and clear about your skills when writing the application.

In today's world, many institutions who advertise job opening are announcing highly-vetted positions that are deemed essential to the work of the institution. When looking for work, think not only about the paycheck, the benefits, and the location. Those are all important. But also think about how you would fit in to an institution, how you could fulfill their expectations, and how you can make positive change.

**Jennie Levine Knies**

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## The 107th Modern Archives Institute

as Experienced by E K Adams

*This year's winner of the Leonard Rapport Modern Archives Institute Scholarship wrote a piece about her experiences that we would like to share with our members.*

On November 24<sup>th</sup>, Tim Corlis came loping out of his office to see why I was bellowing loudly. I had been staring at Meiji Period portraits from the Griffis Collection in the archives at Rutgers. A small ping alerted me to an incoming email. With eyes bleary and red from screen fatigue, I took a little postman's holiday to check my email. I let rip with the lyrics, "I feel pretty, O so pretty..." It was a congratulatory email from Brian Keough announcing that I had received the Rapport Scholarship to the Modern Archives Institute at NARA.

Anxious to make sure I was not late for the first day, I arrived at NARA excessively early and took a small walk. Later, once through security and at my seat, I noted the HUGE binder and a stack of books before me: reading material and copies of all the Power Point presentations with notes that linked readings to individual sessions. This would be my main entertainment in the evenings for the next two weeks. One of the thrills in the binder was A L Ritzenthaler's out-of-print book that I had tried fruitlessly to get. It was copied in entirety, with proper permissions, for all 35 of us. This was an auspicious start.

A short background about myself:

I have just completed an MLIS at Rutgers concentrating in archives. (Don Primer inadvertently planted this idea as a result of a telephone call about my pile of McKim, Mead and White materials) For me it is retooling for a second, or maybe third, career, depending upon how one counts. In my previous incarnations I was an economic anthropologist (area of expertise was Southeast Asia, especially Indonesia) that mutated into a commodity researcher, first on Wall Street after which I was lured away by a Princeton company that traded for its

own account while consulting to government and corporations. I have also spent a longish spell as a mother which rendered me unemployable.

During my first semester at Rutgers, I noticed that most postings for librarians asked for several years of experience. I thought I had better locate a library job while a student in order to qualify for one when I was not. The New Brunswick Free Public Library (NBFPL) was very handy to campus, offered a position that did not pigeonhole one to a specific role and had a local history archive in need of help. The archive at NBFPL has never had an archivist and I began to work on it as the lone arranger. Later, I began work at Rutgers on the Griffis Collection for Fernanda Perrone and in the lab for Tim Corlis. This combination has been wonderful but I needed more help, soon, which made the Modern Archives Institute so attractive.

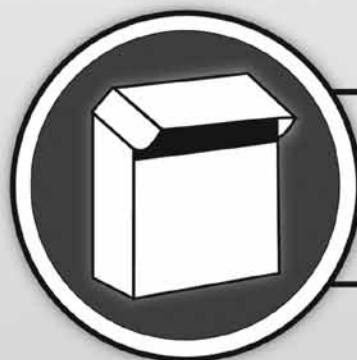
In the beginning, Preacher Professor David Gracey did a comprehensive overview of archives. The lively performance was interesting as content but the man does not inhale which was mesmerizing. His talk was also a harbinger of the caliber of the presentations to come. All were excellent and given by professionals of deep and solid experience in their field. The program of speakers covered the various aspects of archives one piece at a time, methodically and well arranged to carry us along logically. Speakers came primarily from large institutions with more emphasis on the records to archives function rather than collections. Many had served in different types of facilities earlier in their careers which allowed them to craft their discussions to the attendee's special concerns and questions. The menu was soup to nuts about archives at their best.

Overall, the institute was given from a perspective that is different from my own short-term work experience which augmented the interest and use to me. Although I have had coursework at

Rutgers from Tom Frusciano, Evelyn Frangakis and Stephen Dalina in the areas covered by some of the presentations, I am a generalist. My actual day-to-day work covers a range of the activities that our speakers did as specialists. In effect, their depth put what they were doing into higher relief for my scrutiny and allowed me to digest the content in new ways. I came away from each talk in mental ferment. I also think that as good as my courses were, I have since had work experience which made the timing and impact different from the courses. How I will train and employ the interns and volunteers starting next week has been worked over mentally on the train ride home. How access will be managed to keep track of materials can be improved. Iron gall ink and parchment treatment resources are now part of my toolbox. There was just so much!

There was also a social dimension to the experience that enhanced the whole and will probably prove to be as valuable as the actual presentations. While government employees from a variety of departments predominated, there was a substantial mix of those from other types of institutions, from tiny historical societies to corporate archives to the Cherokee Nation. The geographic profile ranged from Hawaii to Sierra Leone. The brew of people in attendance enriched the discussions with their own experiences and ideas. Thoughts and issues were generously shared and I am sure many enduring friendships resulted.

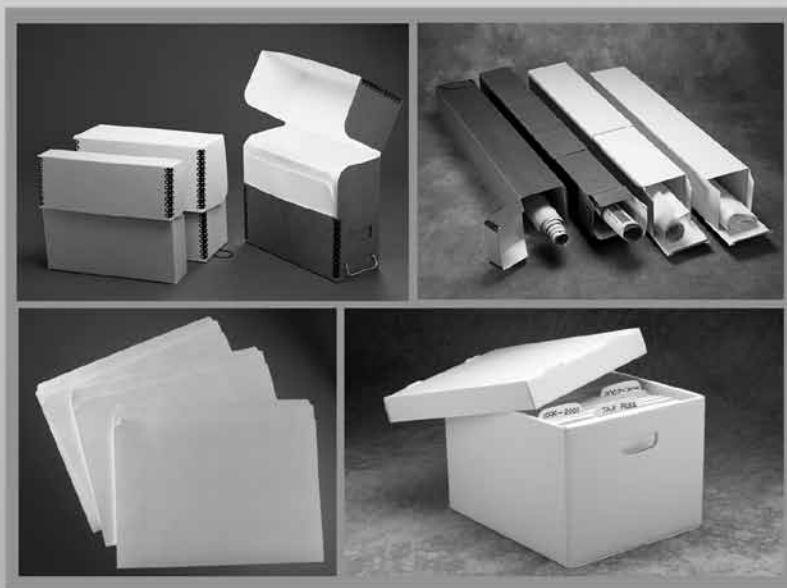
The whole experience was a wonderful blend. I am very grateful to MARAC, my kind recommenders, to NARA and to Mary Rephlo and Tarenthia Turpin for making this all possible for me and the others who were at the 107<sup>th</sup> Modern Archives Institute.



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*The Mid-Atlantic Archivist (MAA)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes interested individuals who live and work in Delaware, the District of Columbia, New Jersey, New York, Maryland, Pennsylvania, Virginia, and West Virginia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information among colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audio-visual and related special research collections, and records managers; and to encourage professional involvement of those actively engaged in the acquisition, preservation, bibliographic control and use of all types of historical research materials.

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Deadlines are February 15, May 15, August 15 and December 1.

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